

13. BASIC FUNCTION OF THE POSITION

Performs full journeyman level maintenance, operations and repair work in carpentry and cabinet making. Installs and repairs doors locks, build, install and remove safe heaven doors used in residences.

14. MAJOR DUTIES AND RESPONSIBILITIES

Carpenter: **70%**

Incumbent performs a full journeyman level work in carpentry and cabinet making from supervisory oral instructions and/or drawing. Responsible for the correct fabrication, operation, maintenance and repair of all types of carpentry projects, including installation, and checking items in conjunction with the preventive maintenance program requirements.

Could be occasional money holder for maintenance material.

Other Maintenance Projects: **20%**

Assists with any additional maintenance projects at the Embassy and other government owned and leased properties, including repairs, renovations, painting, welding, and masonry as requested by the supervisor.

Driving: **5%**

May serve as driver transporting passengers or cargo as needed

Other duties: **5%**

Assist with other tasks as needed, including escorting contractors. Must help keep tools in proper conditions and adhere to SHEM safety practices.

15. REQUIRED QUALIFICATIONS

- a. **Education:** Completion of secondary school is required plus a minimum of 300 hours of carpenter training under SECAP.
- b. **Prior Work Experience:** Three years of carpentry work and locksmith work experience is required.
- c. **Post Entry Training:** Must be able to use of computer equipment and office procedures.
- d. **Language Proficiency:** Level I (Rudimentary) oral, and English and Level III (good working knowledge) spoken/written Spanish is required.
- e. **Knowledge:** Must have full knowledge of established safety practices, use of tools and procedures of the specific trade involved.
- f. **Skills and Abilities:** Must be able to organize work, to deal tactfully and effectively with all customers requesting maintenance and repair. Driving license type B (sportsman)

16. POSITION ELEMENTS

- a. **Supervision Received:** Receives direct supervision from the Maintenance Supervisor and from the Facilities Maintenance Officer.
- b. **Available Guidelines:** Standardized Regulations, Post Policies, and general office procedures.
- c. **Exercise of Judgment:** Incumbent must exercise judgment in assigning tentative priorities in accordance with supervisory instructions.
- d. **Authority to Make Commitments:** None
- e. **Nature, Level, and Purpose of Contacts:** Must maintain excellent relations with all members of the Mission.
- f. **Supervision Exercised:** None
- g. **Time Required to Perform Full Range of Duties after entry into the Position:** 6 months.